

The Accomack County Board of Social Services met at its facility on Tuesday, April 20, 2021, at 9:30 A.M. Present in person were Ms. C. Reneta Major, Chairman; Mrs. Elsie B. Mackie, Vice-Chairman; Mr. Donald L. Hart, Jr.; Mr. Robert D. Crockett; Mr. Robert B. Martin; Mr. William D. Henning, Jr., and Mrs. Vicki J. Weakley, Secretary.

Ms. Major called the meeting to order and welcomed the Board Members. Mr. Crockett gave the Invocation.

Ms. Major proceeded to **Item 3 – Introduction of new Fiscal Assistant III – Jill Fitzgerald**. Mrs. Weakley introduced Jill Fitzgerald to the Board. Ms. Fitzgerald was promoted from Fiscal Assistant II to Fiscal Assistant III. On behalf of the Board, Ms. Major congratulated Ms. Fitzgerald on her promotion. The Board in unison expressed the same.

Ms. Major continued to **Item 4 – Approve Minutes of March 16, 2021**. On motion by Mr. Hart, seconded by Mr. Crockett, the Minutes were approved as written.

Ms. Major proceeded to **Item 5 – Fraud Report**. No questions or concerns were raised.

Ms. Major continued to **Item 6 – Director's Notes**. Mrs. Weakley stated that, since the last board meeting, she has attended CPMT (Community Policy and Management Team), Truancy meeting, Emergency Operations Shelter Meeting, Webinar on APS COVID Funding, meeting with the DARS (Department of Aging and Rehabilitation Services) Commissioner, Fatality Review, Members Helping Members Board Meeting, VLSSE (Virginia League of Social Services Executives) Board Meeting, Comp Plan training.

Ms. Major proceeded to **Item 7 – Office Services Support Appreciation Month**. Mrs. Weakley referred to the Resolution to Recognize April 2021 as Office Services Support Appreciation Month. The agency purchased lunch for the Office Services Support on April 16, 2021. A motion was made by Mr. Crockett to approve the Resolution, seconded by Mr. Hart. With no further discussion, the motion carried.

Ms. Major continued to **Item 8 – Medicaid Update**. Mrs. Weakley stated that this was to inform the Board that as a Medicaid case came due for renewal, the staff would work on the case to completion and if the case appeared, under normal circumstances, that it should be closed, staff would stop working and take no further action. As of this month, we are not allowed to work on the cases that are not going to be closed. Before the State made this decision, we had approximately 1,300 cases that are technically overdue because we could not take action on them. We are concerned about how much time it will take for us to catch up when we reopen and the State drops that rule. The State has also told us that we would cease and desist even working on the cases that would have not had a negative action. The 1,300 cases is going to grow significantly and no one from the State can explain to us why this decision was made. Mrs. Mackie inquired if the State has given any idea of what the plan is and if we have been receiving letters of complaint. Mrs. Weakley responded, no to both. Mrs. Weakley expressed concern that the State says they will try to work something out as reopening occurs, but their expectation of how quickly we can do that and reality tend to be very different. Ms. Major inquired if this pertained to all types of Medicaid. Mrs. Weakley responded that it was a little bit of everything. When the pandemic hit, the State said there were only three reasons we could close a case. Those were, if the client asked to close a case, if the client passed away, or if the client moved out-of-state. Mr. Crockett stated that he could foresee when everything reopened that the department will be criticized for not catching up and that it would be a good idea to go on record for this Board to send a letter asking for direction and guidance. Mr. Crockett made a motion for Mrs. Weakley and Ms. Major to send a letter to the State, seconded by Mr. Henning. With no further discussion, the motion carried.

Ms. Major proceeded to **Item 9 – Purge Benefit Records**. – Mrs. Weakley stated that 727 benefit cases have met the State criteria to be purged and we are asking for permission to purge them. Mr. Hart, seconded by Mr. Crockett, made a motion to purge the benefit cases. The motion carried.

Ms. Major continued to **Item 10 – Comp Plan**. Mrs. Weakley reviewed the Comp Plan with the Board and proposed the following changes:

Section V: Pay Practices

D. Voluntary (Lateral) Transfer - Competitive: The LDSS will evaluate pay in the case of competitive voluntary lateral transfer. Percentage Increase minimum of 0% to a maximum of 5%

Section V: Pay Practices

L. Internal Alignment: The LDSS will evaluate pay in the case of an internal alignment.

Mrs. Weakley stated that there has been an increase in the State minimums that will be effective July 1, 2021, and it will significantly affect a large number of staff. It will not affect the staff that have been here for a while and we will have compression. The State

minimums are raising for Family Services Specialists by 20% and for everyone else by 15% which is a significant raise. This is not optional. Mrs. Weakley suggested that once the State minimums have been raised and if our budget allows, we will do an internal alignment for the staff who were not affected by this new minimum, to minimize compression issues. Mr. Crocket stated that, when the Board reviews this, we can compare the other tier salaries to our cohorts and make the necessary alignments. Mrs. Weakley replied that the State actually does the work. They look at the number of years of service/experience, and make a recommendation. We do not have to follow the recommendation, and we are only allowed to raise salaries by 10%, regardless of how far below the standard they are. We can choose, after reviewing the budget, to go with a lesser percentage, than the State's recommendation. The State has indicated that they may consider doing something to address the compression issue, however, they have been discussing this for over 10 years. Any realignment will be brought before the ACDSS Board, before it starts.

Section V: Pay Practices

M. Change of Duties: The LDSS may provide a pay for change of duties. Percentage Increase (not Required): Minimum 1% with a Maximum 10%

Mrs. Weakley stated that a minimum of 1% with a maximum of 10% was added so that we would not be locked in if the additional duties did not warrant a 10% increase.

Section V: Pay Practices

N. End-of-Probation Increase: The LDSS will provide an end-of-probation increase. Percentage Increase (Required – Same Percentage Applies to All): 5%

Mrs. Weakley stated that the first year of employment, especially for Services, but also for Benefits, there is a tremendous amount of training that staff are asked to complete, and at the same time, they are starting to gather a caseload. When staff complete the end of their first year and have been successful, they come off of probation and have basically been given a pat on the back. They would only get a raise if the whole agency was getting a raise. We recommend that when staff successfully complete the end-of-probation that they receive a 5% raise. We thought this would be a good way to encourage them to get all the training necessary and give them a small reward at the end of their probationary period.

Section V: Pay Practices

O. End-of-Conditional-Status Increase (Following a Promotion): The LDSS will provide an end-of-conditional-status increase. Percentage Increase (Required – Same Percentage Applies to All): 5%

Mrs. Weakley stated that this applies for the same reason as end-of-probation increase. If approved, this will begin July 1st.

Section VI: Supplemental Pay

A. On-Call Compensation (Supplemental pay or leave granted for being assigned on-call duty): The LDSS will provide on-call compensation. Methodology: Payment of \$20.00 (not to exceed state board approved rate of up to \$25 per 8 hour shift.)

Mrs. Weakley stated the Adult Protective Services workers will begin on-call in addition to Child Protective Services, beginning July 1st. Ms. Major inquired if workers were seeing a rise in calls. Mrs. Weakley responded, yes.

Section X: Range Revision

Indicate the nature of any range revision being planned for fiscal year 2021-2022. Identify the basis for the range revision and provide the documentation for the change.

Will the LDSS request a new range revision in 2021 – 2022? No

Will the LDSS revert to the State-Board approved salary ranges for 2021 – 2022? Yes

Employee salaries that fall below the new minimum will be increased to the new minimum.

No salary change will be made for employees above the new minimum.

Mr. Crocket made a motion to approve the Local Department of Social Services (LDSS) Compensation Plan 2021-2022, seconded by Mr. Martin. With no further discussion, the motion carried.

Ms. Major continued to **Item 11 – Financial Statement – Administrative Office Manager – Wendy Linton**. Mrs. Linton stated the Year-To-Date Local Expenditures were \$444,330.26 and the Total Local Balance-To-Date is \$371,968,74. Mr. Crockett inquired if there were any issues or red flags with the budget. Mrs. Linton responded that there were no issues. Mr. Crockett stated we are 13.77% below budget, which is very good.

Closed Session - On motion by Mr. Hart, seconded by Mr. Crockett, the Board went into Closed Session for the purpose of discussing Foster Care Update and Director's Consult, as permitted by the Code of Virginia, Section 2.2.3712.

On motion by Mr. Hart, seconded by Mr. Crockett, the Board returned from Closed Session and confirmed the only items discussed were the ones listed on the Board

Members' Agenda. Ms. Major called a vote (Mrs. Mackie – yes; Mr. Henning – yes; Mr. Crockett – yes; Mr. Martin – yes; Mr. Hart – yes and Ms. Major – yes).

The next Board Meeting is scheduled for Tuesday, May 18, 2021, at 9:30 A.M.

On motion by Mr. Crockett, seconded by Mrs. Mackie, the meeting adjourned at 10:44 A.M.

APPROVED: Cassandra Reneta Major

ATTEST: Vicki Weakley